




# County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

SACHI A. HAMAI  
Chief Executive Officer

April 21, 2016

To: Lori Glasgow  
Executive Officer, Board of Supervisors

From: Sachi A. Hamai   
Chief Executive Officer

Board of Supervisors

HILDA L. SOLIS  
First District

MARK RIDLEY-THOMAS  
Second District

SHEILA KUEHL  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

## REVIEW OF BOARD POLICY NUMBER 9.090 – TELEWORK

This is in response to your request of January 6, 2016, regarding the sunset review of Board Policy Number 9.090 Telework Policy. We have completed our review and we believe the proposed changes will strengthen the County Telework Program. Please note that the proposed changes have been cleared with SEIU Local 721.

As requested, the packet will be submitted electronically to the Audit Committee and they are attached in both PDF and Word formats. If you have any questions, please have your staff contact Eddie Washington at [ewashington@hr.lacounty.gov](mailto:ewashington@hr.lacounty.gov) or (213) 974-1347.

SAH:JJ:RM  
MLM:EW:mr

Attachments (2)

c: Audit Committee  
SEIU 721

*"To Enrich Lives Through Effective And Caring Service"*

**Please Conserve Paper – This Document and Copies are Two-Sided**



# Los Angeles County BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
<b>9.090</b>	<b>Telework Policy</b>	<b>07/01/08</b>

## PURPOSE

Promotes achievement of the County's regional clean air and traffic mitigation goals as mandated by the South Coast Air Quality Management District's [\(SCAQMD\) Rule 2202](#).

Enhances the County's Employee Commute Reduction Program (ECRP), commonly known as Rideshare, by offering and supporting an off-site work environment that eliminates the trip to work or reduces travel distance to the worksite by more than 50 percent.

Establishes a family-friendly work environment that enhances the quality of life of County employees and offers training and orientation sessions that promote Telework as an alternative method of working to maximize County resources, reduce absenteeism, increase productivity, [reduce overhead](#) and improve employee morale.

## REFERENCE

January 31, 1989 Board Order, [Synopsis 5](#)

August 16, 1990 County of Los Angeles Telecommuting Standards

November 16, 2004 Burke motion to update policy

December 21, 2005 Updated County Telecommuting Program and Policy

June 10, 2008 [Agenda Item 62-B](#)

August 1, 2008 Chief Executive Officer Memo "[Update on the County's Telecommuting/Telework Program](#)"

February 22, 2012 Chief Executive Officer Memo "[County Telework Program Procedures](#)"

June 12, 2012 [Agenda Item 14](#)

## POLICY

---

The County Board of Supervisors has approved the establishment of a County Telework Program (CTP). Telework is working at a location other than the conventional office. This can be either at home or at an office closer to the employee's home.

This program is a management option, not a universal employee benefit. Approval to participate in the program is subject to review by the Department management. Department Heads may implement telework when it is deemed mutually beneficial by both the department and the employee, and as a means of increasing its Average Vehicle Ridership (AVR) for sites regulated by the SCAQMD under [Rule 2202](#). The program is detailed in the Telework Program Manual and Telework Procedures.

Teleworkers may be selected from among represented or non-represented employees and must have a performance evaluation of "Competent" or higher for the most recent Performance Evaluation. The employee and supervisor (Telemanager) should voluntarily participate in the program. The selection criteria should be based on suitability of their jobs, an assessment of the likelihood of their success as Teleworkers and an assessment of their Telemanager's [ability willingness](#) to manage remote workers.

All approved Teleworkers and Telemanagers must first participate in a [two-hour certified](#) training session prior to entering into a formal County agreement unless previously certified as a Teleworker or Telemanager. A Telework Agreement must be entered into by both the County and the employee that requires compliance with established Telework Standards and Procedures and Telework guidelines and conditions first adopted by the Board of Supervisors on August 16, 1990 and updated in 2008 and 2012.

The terms and conditions of employment for the Teleworker and the Telemanager remain unchanged. Work hours, overtime, compensation and vacation schedules must conform to the County Code, to Memorandum of Understanding (MOU) provisions and to terms otherwise agreed upon in the Telework Agreement by the employee and the supervisor. [Teleworkers must use the Telework time code\(s\) when completing timesheets to account for the number of hours spent Teleworking.](#)

County departments participating in the Telework Program must [select a Telework coordinator to](#) maintain detailed records of the number of employees participating in the program, number of days per week each employee Teleworks, records of signed agreements and orientation and training sessions offered in support of the program for a minimum of three years. A quarterly report to summarize this information will be generated by each department participating in the Telework Program and submitted to the [Chief Executive Office Department of Human Resources](#), Office of Workplace Programs and Marketing.

To remain eligible for program participation, all Teleworkers and Telemanagers must comply with the County's Telework Standards and Procedures, which address policy issues related to worker's compensation, use of County equipment, telephone costs, tax implications, and other issues deemed appropriate by the County.

[Any revisions to the Telework Program must be approved by the Chief Executive Office.](#)

**RESPONSIBLE****DEPARTMENT**

---

~~Chief Executive Office~~ Department of Human Resources

**DATE****ISSUED/SUNSET****DATE**

**Issue Date: January 31, 1989**

**Review Date: October 21, 2004**

**Review Date: August 1, 2008**

**Review Date: June 12, 2012**

**Review Date: April 21, 2016**

**Sunset Review Date: April 26, 2003**

**Sunset Review Date: April 26, 2008**

**Sunset Review Date: April 26, 2012**

**Sunset Review Date: April 26, 2016**

**Sunset Review Date: April 26, 2020**